

**COUNSELING DEPARTMENT  
ANNUAL PROGRAM REVIEW  
2006 – 2007**

**VISION**

Kilo hōkū i ola koa i kai loa

*“Observe the stars in order to live long in strength on distant shores”*

**MISSION**

The Maui Community College Counseling Department provides services that assist students to realize their educational goals.

**FUNCTIONAL STATEMENTS**

Departmental Student Learning and Development Outcomes (SLOs) – based on CAS (Council for the Advancement of Standards)

1. Intellectual Growth

- Produces personal and educational goal statements
- Employs critical thinking in problem solving
- Uses complex information from a variety of sources (schedule of classes, catalog, STAR, Educational Plan, advising sheets) including personal experience and observation to form a decision or opinion
- Meets educational goal: obtains a degree and/or certificate; transfers; non-degree seeking (enrolls for personal development; job/skill upgrade)

2. Personal and Educational Goals

- Sets, articulates, and pursues individual goals
- Uses personal and educational goals to guide decisions

	<b>SLO 1</b>	<b>SLO 2</b>
Provide pre-college information and orientation programs.	X	
Provide comprehensive academic, career, and personal counseling services.	X	X
Build and maintain the on-line student degree audit program (STAR).	X	

	<b>SLO 1</b>	<b>SLO 2</b>
Provide individualized and group counseling services including crisis intervention and community referral services.	X	X
Organize and oversee college transfer services.	X	
Provide financial aid and scholarship support services.	X	X
Provide peer-recruitment services.		X
Provide high school outreach services including serving as high school liaisons, participating in MCC/DOE initiatives, participating in college fairs, and organizing high school counseling workshops.		X
Oversee counseling services for all outreach sites.	X	X
Utilize current and emerging technology in providing enhanced services.	X	
Provide community outreach and liaison services with public and private social service agencies and educational institutions.		X
Evaluate student transcripts.		X
Complete advanced standings to officially transfer credits from non-MCC institutions.		X
Verify student certificate and degree eligibility.	X	
Serve as liaison to campus academic departments.	X	
Serve as faculty/staff resource.		X
Teach self-development and career development courses.	X	X

Maui Community College  
Student Services - Counseling Department  
Quantifiable Data (July 1, 2006 – June 30, 2007)

	FY 06	FY 07
<b>Counseling Department Staffing</b>  2006-2007 staffing changes: <ul style="list-style-type: none"> <li>July 1, 2006 - RDP-funded counseling position converted to G-funded, non-tenure track position</li> <li>July 1, 2006 – casual hire added to service students with disabilities; converted to G-funded, non-tenure track on February 16, 2007</li> <li>August 21, 2006 - new G-funded, tenure-track counselor added to service Molokai, Lana'i, and Kihei</li> <li>April 2, 2007 - new G-funded, non-tenure-track counselor added to service Construction Academy initiatives</li> <li>May 1, 2007 – one Perkins counselor vacated position and moved into Allied Health position; Perkins position eliminated on June 30, 2007</li> </ul>	4.5♣ G-funded counselors; ♣=retirement end Fall 05 2.5♠ Perkins counselors; ♠=1.5 as of April 06 1.0 RDP-funded counselor; new hire in Fall 05 .5 Casual Hire counselor; new hire in Spring 06	5.0 G-funded, tenured and tenure-track counselors; inc. new hire for Molokai/Lana'i in Fall 06 2.0♥ G-funded, non-tenure track counselors; ♥=as of April 07, 3.0 with one new hire for Construction Academy 2.0 Perkins-funded, non-tenure track counselors
<b>Transition Services/Student Success Measure</b> (number of G-funded counselors per student headcount; used MAPS Enrollment Reporting) <i>The National Academic Advising Association (NACADA) average advisor load is 375:1 for 2-year public colleges; the recommended load is 300:1.</i>	2903 / 5 = 581 for Fall 05; 2642 / 4 = 660 for Spring 06	2841 / 7 = 405 for Fall 06; 2596 / 7 = 370 for Spring 07 Note: Ratio does not accurately reflect positions that work with specifically targeted groups with smaller caseloads

<b>Total Student Contacts</b> - includes contacts with enrolled and non-enrolled students (prospects/graduates/leavers)	<b>32,928</b>	<b>55,302</b>
<b>Detailed Summary of Student Contacts by Methodology</b>  Individual in-person student contacts Group in-person student contacts Email student contacts Telephone student contacts	FY 06 excludes data from 1.5 counselors due to unavailability of data at time of report. Also, AMT/FSER/HSEER coordinators provided academic advising to students April-June after departure of Perkins counselor. Their numbers are not included in the Counseling Department data.  4,270 1,059 24,028 3,571	4,657 3,198 43,539 3,908

**Individual in-person student contacts (appointments and walk-ins):**

Academic Advising, inc. Educational Plan Building and Transfer Advising  
 Personal Counseling  
 Career Counseling  
 Unofficial Transcript Evaluations  
 Advanced Standings  
 Graduation Application Assistance  
 Referrals to campus, system, and community programs and representatives

**Group in-person student contacts:**

Orientations – Running Start, Nursing  
 Registration Workshops; inc. STAR, New, & CTE group advising  
 Campus classroom presentations  
 High School Presentations; inc. large group & classroom  
 Summer Health Academy  
 Lahaina Education Center Presentation  
 E Ho'okama'aina  
 Kamehameha Schools Post-High Workshops  
 College Fairs, Transfer Fair, Career Days – local, state, national  
 Community Presentations (other than high schools)

**Email student contacts:**

Individual (inc. MCC Help Desk, STAR Help)  
 Group Listservs, inc.  
 \* Primary Counselor  
 \* Running Start Students  
 \* UH Center Students  
 \* All MCC LBRT Students  
 \* All MCC Students  
 \* MCC Counseling Help

Maui Community College  
Student Services - Counseling Department  
Quantifiable Data

<u>FY 2006</u>				<u>FY 2007</u>			
	Students served	Percentage	Percentage served (based on total student population =5545)		Students served	Percentage	Percentage served (based on total student population Fall 06-Sp 07 =5437)
Enrolled	2233	39%	40%	Enrolled	3455	42%	64%
Prospects/Graduates/Leavers	3563	61%		Prospects/Graduates/Leavers	4774	58%	
Total	5796	100%		Total	8229	100%	

*By  
semesters*

<u>Fall 2005</u>				<u>Fall 2006</u>			
	Students served (unduplicated)	Percentage	Percentage served (based on total student population Fall 05 =2903)		Students served (unduplicated)	Percentage	Percentage served (based on total student population Fall 06 =2841)
Enrolled	1149	46%	40%	Enrolled	1645	50%	58%
Prospects/Graduates/Leavers	1345	54%		Prospects/Graduates/Leavers	1621	50%	
Total	2494	100%		Total	3266	100%	

<u>Spring 2006</u>				<u>Spring 2007</u>			
	Students served (unduplicated)	Percentage	Percentage served (based on total student population Spring 06 =2642)	March 2007, Counseling Department computer crashed that contained contact information files; some data lost	Students served (unduplicated)	Percentage	Percentage served (based on total student population Spring 07 =2596)
Enrolled	1084	33%	41%	Enrolled	1810	36%	70%
Prospects/Graduates/Leavers	2218*	67%		Prospects/Graduates/Leavers	3153*	64%	
Total	3302	100%		Total	4963	100%	
*NOTE: 800 of the pre-enrolled students were contacted through the NACAC college fairs that the ABIT counselor attended.				*NOTE: 1200 of the pre-enrolled students were contacted through the NACAC college fairs that the ABIT counselor attended.			

Maui Community College  
Student Services - Counseling Department  
Quantifiable Data  
**College, System, and Community Service**

(e.g. committee work, department meetings, unit chair meetings, curriculum special projects, UHPA, unit liaison meetings, campus committee meetings, and general student services meetings)

College	System	Community Service
Liberal Arts Program Review Team	System-wide Academic Advisors and Transfer Network	Hawaii Association for College Admission Counseling
Screening Committee Chair-G-Funded/non tenure-track Special Needs Counselor; Construction Academy Counselor	STAR Board	National Indian Education Association
Screening Committee Member – EOC Counselor; Math Instructor; COOP Clerk-typist; Construction Academy Counselor; Institutional Support Staff for Perkins; Perkins Counselor; FSER; Financial Aid	Student 2 Student Training	Native Hawaiian Education Association
DPC Chair for W. Aguiran, C. Alberto, M. Bruck, W. Chung, K. Minor-Flores, S. Payba, S. Nartatez, C. Vorhies	Non-Traditional Recruiting and Retention Committee	Job Service Employers Committee
DPC Member for K. Dukelow, S. Kaeo, T. Marmack, C. Tester, M. Wukelic	Statewide Nursing Curriculum Committee	Soroptimist International Club Fundraising
TPRC members for 1 MCC faculty	Remedial/Developmental White Paper Group	Delta Kappa Gamma Educational Society - Education, Scholarship & Fundraising
MCCHelpDESK Responder	Bridge to Hope Campus Representative	Hawaii Community Foundation Margaret Follett Haskins Scholarship judge
MCCHelp email responder	UH Manoa College of Education Partner	Native Hawaiian Scholarship 'Aha
Mentor/Training for New Counseling Department Faculty: L. Deneen, L. Fujitani	UH Manoa Rainbow Bridge Campus Co-coordinator	Kamehameha Scholarship Liaison
Strategic Plan - Ho'okele Ed Management - Team Leaders and Members (Team A)	UHPA By-laws & Nomination Committee	Maui Native Hawaiian Chamber of Commerce Educational Task Force
Strategic Plan - Training and Workforce - Member (Team B)	UHPA Women's Committee	Maui Literary Circles Festival Volunteer
Strategic Plan - Ho'ohawai'i - Academic Support Services for Native Hawaiians - Team Leader and Members (Team C)	TPRC member for 2 non-MCC faculty	Walk for Life-American Cancer Society
Strategic Plan - Articulation - Member (Team D)	UH System Disabled Student Services (DSS) Providers Member	Focus Maui Nui - Walk Story
Strategic Plan - Improve Physical Infrastructure - Member (Team E)	UH Manoa LINC (Local Inclusion Network Collaboration) Grant member	MCC Filipino Centennial Committee

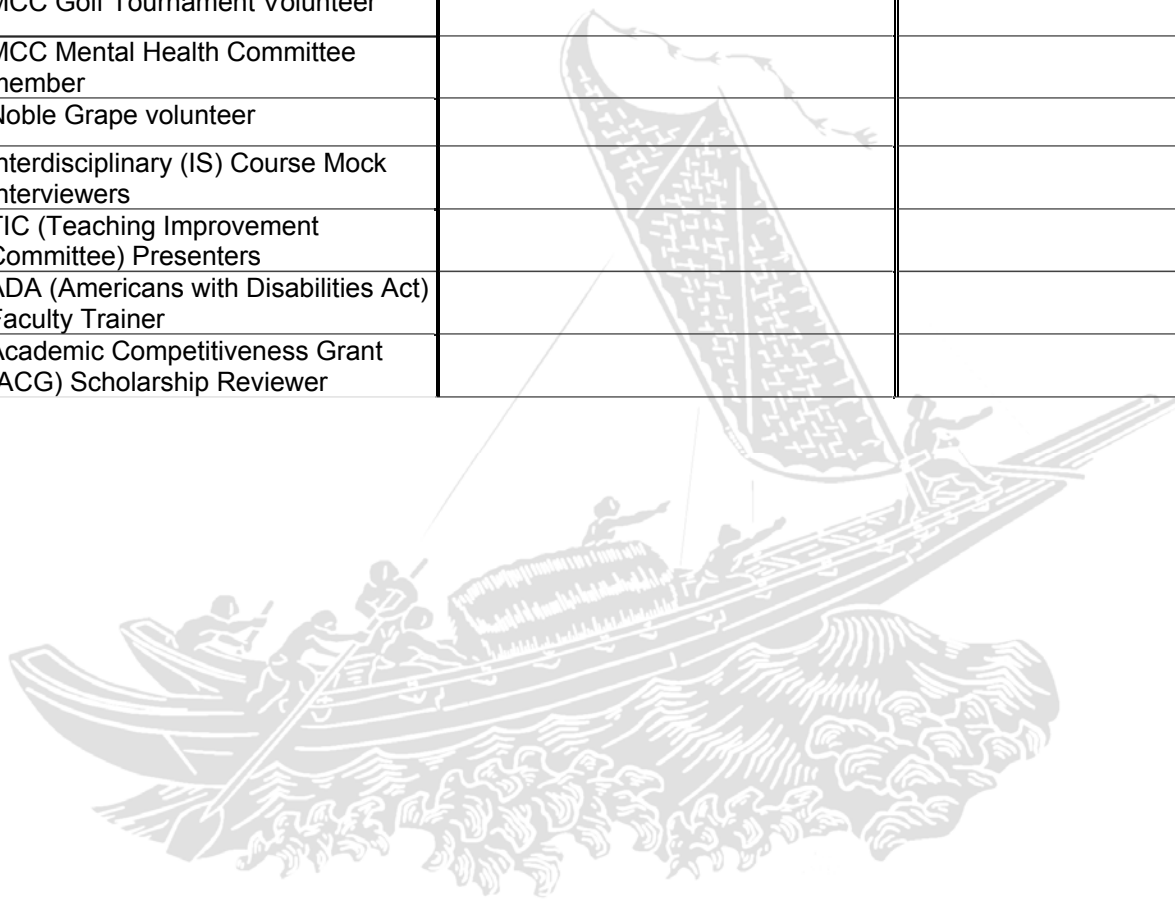
Strategic Plan - Develop Graduates Who Can Learn New Things/Think Critically, Etc. (Team F)	Multicampus H-focus Articulation Planning	Maui Filipino Centennial Community Dialogue (facilitators)
Strategic Plan - Develop Graduates Who Can Learn New Things/Think Critically, Etc. (Team F)	Puko'a Members (Council of UH System Native Hawaiian Programs)	Maui Filipino Centennial Celebrations Volunteers
Strategic Plan – Sustainable Baccalaureate Degrees - Member (Team G)		
Strategic Plan – Academic Support Services - Member (Team I)		
MCC Strategic Plan Community Forum Volunteer		
MCC Community Forum Recorder		
Ho'a Faculty Support		
Safety & Security Committee Member		
Lau'ulu facilitator and member – programs supporting the educational and cultural pursuits of Hawaiian students		
Academic Senate Executive Committee Member		
Academic Senate - Policies and Procedures Committee Chair		
Academic Senate Elections Committee		
Academic Senate Meetings		
Academic Senate - Liberal Arts Subcommittee		
Curriculum Committee		
AA Revision Committee (Sub-committee of Curriculum)		
Academic Senate - Resident Subcommittee Co-chair		
Academic Senate - Resident Subcommittee Member		
GEAR UP Facilitator		
Running Start Coordinator		
H.P. Baldwin High School Counseling Liaison		
Hana High School Counseling Liaison		
Kaahumanu Hou Counseling Liaison		
Kamehameha Schools High School Counseling Liaison		
Kihei Charter School High School Counseling Liaison		

King Kekaulike High School Counseling Liaison		
Lahainaluna High School Counseling Liaison		
Lana'i High School Counseling Liaison		
Maui High School Counseling Liaison		
Molokai High School Counseling Liaison		
St. Anthony High School Counseling Liaison		
Seabury High School Counseling Liaison		
Maui Educational Consortium		
Maui High School Academy of Hospitality & Tourism Tour Guide		
High School Allied Health Liaison		
High School Construction Academy Liaison		
STAR Academic Journey Builder		
STAR Trainers – faculty, staff, and students		
Molokai Education Center Liaison		
Hana Education Center Liaison		
Lana'i Education Center Liaison		
Kihei Education Center Liaison		
Department Chairs/Counseling Department Liaison		
Academic Support Counseling Liaison		
Humanities Department Counseling Liaison		
Social Science Department Counseling Liaison		
English Department Counseling Liaison		
Allied Health Department Counseling Liaison		
Business & Hospitality Department Counseling Liaison		
Science, Technology, Engineering & Math Department Counseling Liaison		
CTE-Vocational Unit Counselor Liaison		
Food Service Department Counselor Liaison		

AMT Advisory Committee meetings		
AJ Advisory Committee		
ABIT Program Committee		
Nursing & Dental Advisory Committee		
ECET Advisory Committee		
Kapiolani CC Health Careers Liaison		
Chaminade University Liaison		
Hawaii Pacific University Liaison		
Na Wahine MCC Women's Support Group		
Kabatak Club Advisor		
College Tours (Special Needs Students)		
Consult for Marketing and Recruitment		
Bridge to Hope Coordinator		
Counseling Department Student Assistant Supervisor		
Biennium Budget Proposal Preparer		
Perkins Grant Writer/Annual Report Writer		
Schedule of Classes Reviewer		
Catalog Reviewer/Proof Reader		
MCC Online Orientation Committee		
Maui County Fair Booth Volunteers		
National Association for College Admissions Counseling College Fair Representative		
National College Fair Campus Representatives		
College and Career Fair (Maui) Volunteers		
SkyPlan Committee (e-Plan)		
MCC Banner Committee		
"Focus on College: The Nuts and Bolts of Attending a Community College" Presentor		
Kure Committee Volunteer		
E Ho'okama'aina 2007 Volunteers		
Mu'o A'e – Mohala Mai Student Mentor Fundraising Committee,		



Program Advisor, and Event Volunteers		
Hui Lei Ola Advisor		
Liko A'e Scholarship Reader		
Ke 'Ala Haka Summer Bridge Program - Mock Interviewers		
UHPA Faculty Representative		
New Faculty Orientation Presenters		
Student Services Directors Meetings		
General Student Services Meetings		
MCC Golf Tournament Volunteer		
MCC Mental Health Committee member		
Noble Grape volunteer		
Interdisciplinary (IS) Course Mock Interviewers		
TIC (Teaching Improvement Committee) Presenters		
ADA (Americans with Disabilities Act) Faculty Trainer		
Academic Competitiveness Grant (ACG) Scholarship Reviewer		



## **COMPREHENSIVE PROGRAM REVIEW UPDATE**

In reviewing the Counseling Department's Comprehensive Program Review, the following highlights provide an update of the progress or status of the findings of the self-study:

- **The need for more, general funded staffing to provide stability and flexibility.**  
As a result of the Student Services/Affairs 2007-2009 state legislative request, the Counseling Department received funding for three general funds, tenure track counseling positions as well as two clerical support positions for the Counseling Department and for the Office of Admissions and Records. The counseling positions will be advertised in October 2007 and the deadline for applications will be Nov. 10, 2007.

With the three general funds positions it is also important to note the elimination of one of two federally funded (Perkins) positions. In addition, the scope of service for the remaining federally funded (Perkins) position is to provide academic advising and related services to two CTE programs: Automotive Technology and Food Service. Thus, although state funds have been secured, workload issues still need to be addressed.

- **Increase in Responsibilities for the Director of Counseling Position.**  
Each year the responsibilities assigned to the Director of Counseling increases. The department believes that a minimum of a 0.75 FTE position is critical as there is a need to oversee the day-to-day operations of the department as well as respond to campus and system-wide requests, issues, and concerns.

In addition, although such a position may not formally exist within the system, it does warrant further examination, discussion and support.

